



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	MANAGEMENT ANALYST II
3	<b>Posting Number</b>	PN# 106907
4	<b>Department</b>	Public Works & Engineering Department
5	<b>Division</b>	Resource Management Division
6	<b>Section</b>	Financial Management Branch
7	<b>Reporting Location</b>	611 Walker, 24 <sup>TH</sup> Floor*
8	<b>Workdays &amp; Hours</b>	M - F, 8:00 a.m. – 5:00 p.m.*
		*Subject to change
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Research, analyze, and monitor financial and management reports in the Fixed Assets Section of the Financial Management Branch. Assist in developing, preparing and evaluating various reports. Identify and implement systems for best results. Identify and document financial, operating, and management procedures and policies for the Fixed Assets Section. Prepare training material and assist in conducting user training on the fixed assets system. Assist in system clean up. Develop procedures and reports and monitor data maintenance. Assist in conducting special studies or any other projects as assigned.	
10	<b><u>WORKING CONDITIONS</u></b> This position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires Bachelor's degree in Public Administration, Business Administration, Finance, or a field directly related to the job.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Two years of professional experience in accounting, budget analysis, finance, public administration or a field directly related to the job.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).	
14	<b><u>PREFERENCES</u></b> Preference will be given to candidate with SAP system experience or fixed asset management experience.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None However the Department may administer a skill assessment evaluation.	
16	<b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 18 \$1,042 - \$1,417 Biweekly      \$27,092 - \$36,842 Annually</div>	
18	<b><u>OPENING DATE</u></b>	September 21, 2005
19	<b><u>CLOSING DATE</u></b>	October 04, 2005
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> Floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b> Telephone Device for the Deaf (TDD) telephone number is (713) 837-9471.	
An equal opportunity employer		